**CBUS 214: Spreadsheet Applications for Business**

**Lad Assignment 1**

Sally wants to create a workbook to record the recent book purchases made by sparrow & pond. The workbook should list the recent acquisition from private sellers, Libraries, and other vendors; include a description of each book and calculate the total number of books acquired and the total amount spent by sparrow & pond.

**Complete the following:**

1. Create a new, blank workbook, and then save the workbook as **book List.**

2.Rename the sheet1 worksheet as **Documentation,** and then enter the data shown in Figure 1-42 in the specified cells.

|  |  |
| --- | --- |
| **Cell** | **Data** |
| A1 | Sparrow & Pond |
| A3 | Author |
| A4 | Date |
| A5 | Purpose |
| B3 | *Your Name* |
| B4 | *Current Date* |
| B5 | To record book acquisition |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ISBN** | **STATUS** | **BINDING** | **TITLE** | **AUTHOR** | **Condition** | **PRICE** |
| 0-67002103-2 | New | Softcover | Rocket Men: The Epic Story of the First Men on the Moon | Nelson,Craig | Excellent | $12.95 |
| 0-195-09076-4 | Used | Hardcover | Building of Colorado | Noel,Thomas | Good | $22.50 |
| 0-375-70365-9 | New | Softcover | American Vision:The Epic History of art on America | Hughes,Report | Excellent | $22.50 |
| 1-564-77848-7 | New | Softcover | Simple Comforts: 12 Cozy Lap Quilts | Diehl,Kim | Very Good | $9.25 |

**Figure 1-42 : Documentation Sheet Data**

3. Set the font size of the title text in cell A1 to 26 point.

4. Add new worksheet after the Documentation sheet, and then rename the sheet as **Books**.

5. In cell A1, enter the text **book Acquisitions**. Set the font size of this text to 26 point.

6. In cell A2, Enter the text **DATE** as the lable. In cell B2, Enter the date **4/3/2016.**

**7.**In the range **A4:G9** enter the data shown in Figure 1-43.

8. Insert new cells into the range **A4:A9**, shifting the other cells to the right.

9.Enter the label **BOOK ID** in cell 4, type **02103-new** in cell A5, and then type **09076-used** in cell A6.

10.Use **flash fill** to fill in the remaining book IDs.

11. Set the width of columns A through D to 15 Characters each. Set the Width of column E to 30 Characters. Set the Width of column F to 20 Characters. Set the Width of column G to 15 Characters.

12. Set the book titles in the range E4:E9 to wrap to a new line

13.Autofit the heights of rows 4 through 9.

14. Move the book list in the range A4:H9 to the range A8:H13.

15.In cell G15, enter the text **TOTAL**. In cell H15, enter a function to add the price in the range H9:H13.

16.In cell A4, enter the text **TOTAL BOOKS**. In cell B4 Enter a function to count the numbers of numeric values in the range H9:H13.

17.In cell A5 enter the text **TOTAL PRICE** . In cell B5, display the value from cell H15.

18.In cell A6, enter the text AVERAGE PRICE. In cell B6, enter a formula to calculate the total price paid for the books (listed in cell B5) divided by the number of books purchased (listed in cell B4).

19. Add borders around each cell in the nonadjacent range A4:B6;A8:H13;G15:H15.

20.For the books worksheet, change the page orientation to landscape and scale the worksheet to print on a single page for the both width and the height.

21. Display the formulas in the books worksheet, and set the grindings and row/ Column headings to print.

22. Save and close.